

## FIRST YEAR ADMINISTRATOR

### 1. Check your license.

A. **Reciprocal license** – this is issued if you have an out of state license and you are meeting your deficiencies noted in an evaluation of your credentials. You MAY enroll in Year One of IMAP. (Indiana Mentoring and Assessment Program)

B. **Emergency Permit** – this license is requested by your school corporation to fill a need in a shortage area. You MAY enroll in Year One of IMAP. (Indiana Mentoring and Assessment Program)

C. **Rules 46-47 License** – this is a standard license. There is no internship requirements under this rule for administrators.

D. **Rules 2002 -- INITIAL PRACTITIONER'S LICENSE** Most recent graduates will hold this instructional license. You must be enrolled in Year One of IMAP (Indiana Mentoring and Assessment Program) by your school corporation. You must also currently hold an administrative position in order to complete the internship and assessment.

2. At the beginning of the school year, your corporation is responsible for assigning a mentor to you. A state certified mentor who is outside of your district is preferred, but as of the 2008-2009 school year this provision is no longer required. You or your school corporation should contact [imaphelp@doe.in.gov](mailto:imaphelp@doe.in.gov) to obtain the current list of certified mentors. However, the corporations will make the assignments and will enroll you in IMAP by using an online system. If your corporation fails to contact you about this by September 15, please check with them. This enrollment is a serious licensure issue. You must currently be employed in an administrative position in order to enroll in and complete IMAP.

3. During the year you are expected to work with your mentor and fulfill any other requirements set forth by your specific school corporation. At the end of Year One, the following is needed:

A. **Reciprocal license** --- No end of year documentation needed. IMAP enrollment serves as proof first year has been completed. Candidate must complete deficiencies and obtain Initial Practitioner license. The following year the candidate enrolls in Year Two of IMAP while holding the Initial Practitioner License.

B. **Emergency permit** --- No end of year documentation needed. IMAP enrollment serves as proof first year has been completed. Candidate may NOT enroll in Year Two of IMAP while holding an Emergency Permit.

C. **Rules 46-47 License** ---- No end of year documentation needed due to no internship requirement.

D. **Rules 2002 Initial Practitioner License** --- No end of year documentation needed. IMAP enrollment serves as proof first year has been completed. Candidate must be enrolled in Year Two of IMAP at the beginning of the next school year.